

F. BUDGET

1. Overview
2. Planning and Budgeting Process

**DEPARTMENT OF HUMAN RESOURCES
ORGANIZATIONAL DEVELOPMENT GUIDE**

F. 1. OVERVIEW

One of the major components of the DHR Management Model is the Budget. The budget is the vehicle for obtaining funds to support the achievement of strategic goals and objectives. The DHR Strategic Plan drives the budget request for the Department. The same relationship exists for strategic plans and budgets at Local Departments and Central Operations respectively.

The Planning and Budgeting Cycle integrates the timelines associated with the budget process, including budget development, review and negotiation, with the strategic planning process. This reinforces the concept of the strategic plan driving the budget request by assuring that decisions made in the planning process are the basis for the budget request.

The budget process has three major components:

➤ ***Managing for Results***

The DHR budget request includes an MFR submission for each appropriated program (eight-digit budget code) with the following:

- ✓ Program Description
- ✓ Mission Statement
- ✓ Vision Statement
- ✓ Key Goals
- ✓ Objectives
- ✓ Strategies
- ✓ Performance Measures

➤ ***Current Services Budget (CSB) Baseline***

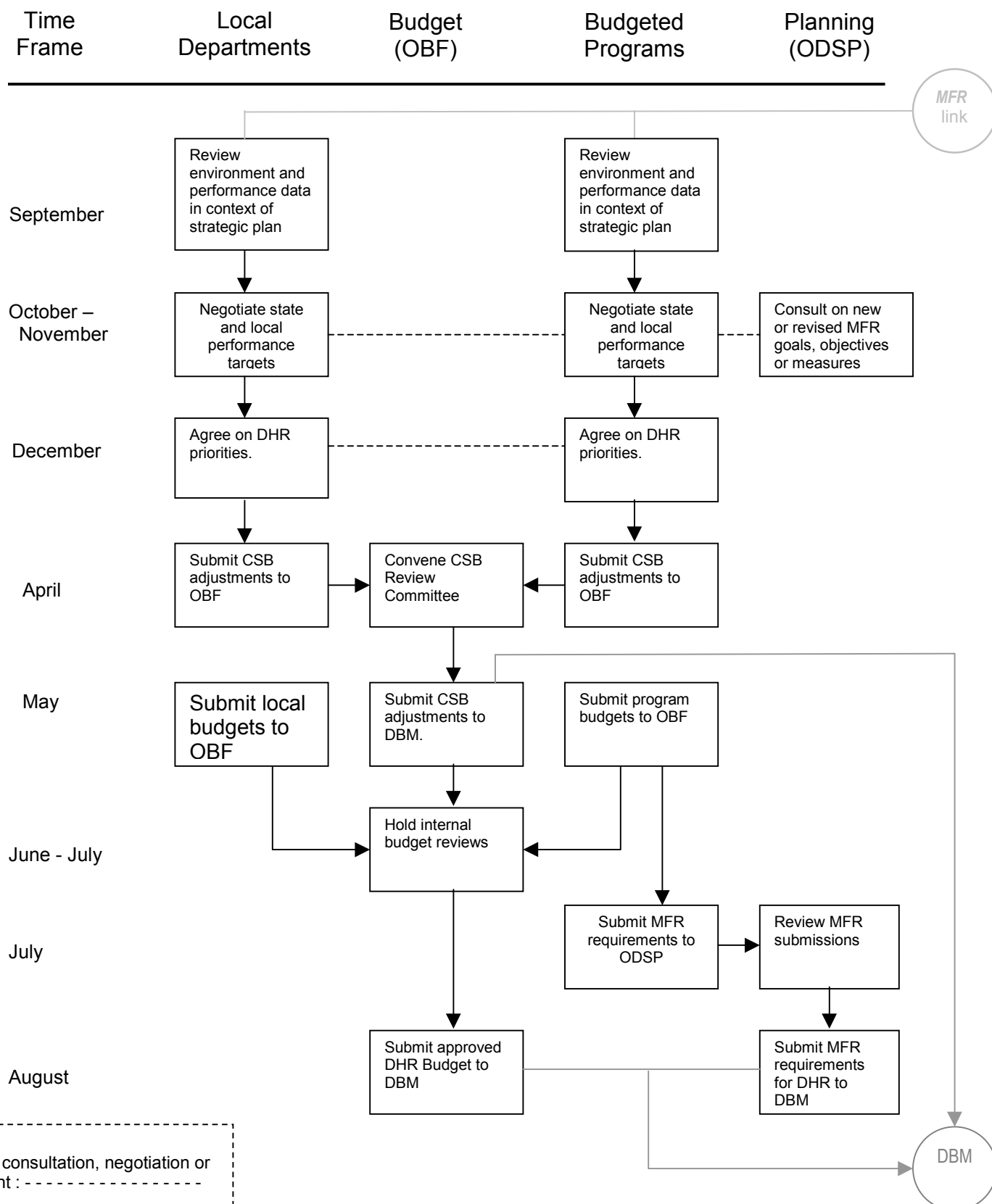
The CSB is commonly referred to as the “maintenance” or “baseline” budget and is developed using funding levels established in the previous fiscal year.

➤ ***The CSB Adjustment Process and Unfunded Items***

The CSB Adjustment Process provides the opportunity to request adjustments to the baseline budget based on workload and/or caseload increases or the implementation of new legislation that costs more than \$50,000. Unfunded Items include program enhancements and new initiatives that do not qualify as CSB adjustments. All CSB Adjustments and Unfunded Items must be justified and linked to Managing for Results goals.

**DEPARTMENT OF HUMAN RESOURCES
ORGANIZATIONAL DEVELOPMENT GUIDE**

F. 2. PLANNING-BUDGETING PROCESS



**DEPARTMENT OF HUMAN RESOURCES
ORGANIZATIONAL DEVELOPMENT GUIDE**

DEPARTMENT OF HUMAN RESOURCES FY 2005 Planning and Budgeting Cycle Chart Form					
Time Frame	Local Departments	Budgeted Programs	DHR Leadership	Budget Office (OBF)	Planning Office (ODSP)
August 2002	Annually review local strategic plans.	Annually review program strategic plans.			Lead annual review of DHR Strategic Plan.
September 2002	Participate in Leadership Retreat.	Participate in Leadership Retreat.	Agree on DHR priorities for FY 2005 budget request at Leadership Retreat.	Participate in Leadership Retreat	Participate in Leadership Retreat. Distribute DHR priorities for FY 2005 budget request.
October 2002	Based on annual review, align local objectives, measures, and strategies as needed.	Based on annual review, align local objectives, measures, and strategies as needed.	Based on annual review, align local objectives, measures, and strategies as needed.		Consult on aligning objectives, measures, and strategies.
November 2002	Negotiate state and local performance targets for FY 2005.	Negotiate state and local performance targets for FY 2005.			
February 2003				Distribute DHR FY 2005 Operating Budget Instructions with DHR priorities and CSB process.	Contribute the MFR requirements to Operating Budget Instructions.
April 2003	Submit local FY 2005 CSB adjustments to the CSB Review Team. Submit local FY 2005 budget requests to OBF.	Submit FY 2005 CSB adjustments to the CSB Review Team.			
May 2003	Local representatives serve on CSB Review Team.		Submit program FY 2005 budget requests to OBF. Central representatives serve on CSB Review Team.	OBF convenes CSB Review Team, then submits CSB adjustments to DMB.	Representative serves on CSB Review Team.
June/July 2003	Participate in internal budget reviews for the FY 2005 budget request.	Participate in internal budget reviews for the FY 2005 budget request.		Convene internal budget reviews for FY 2005 budget request.	
August 2003		Submit FY 2005 MFR to ODSP.			Review FY 2005 MFR and submit to DBM.
September 2003			Approve DHR FY 2005 budget request.	Submit approved DHR FY 2005 budget.	